

## How to register for a free Hotmail Email Account

First you need to open Internet Explorer.

To open Internet Explorer you can either:



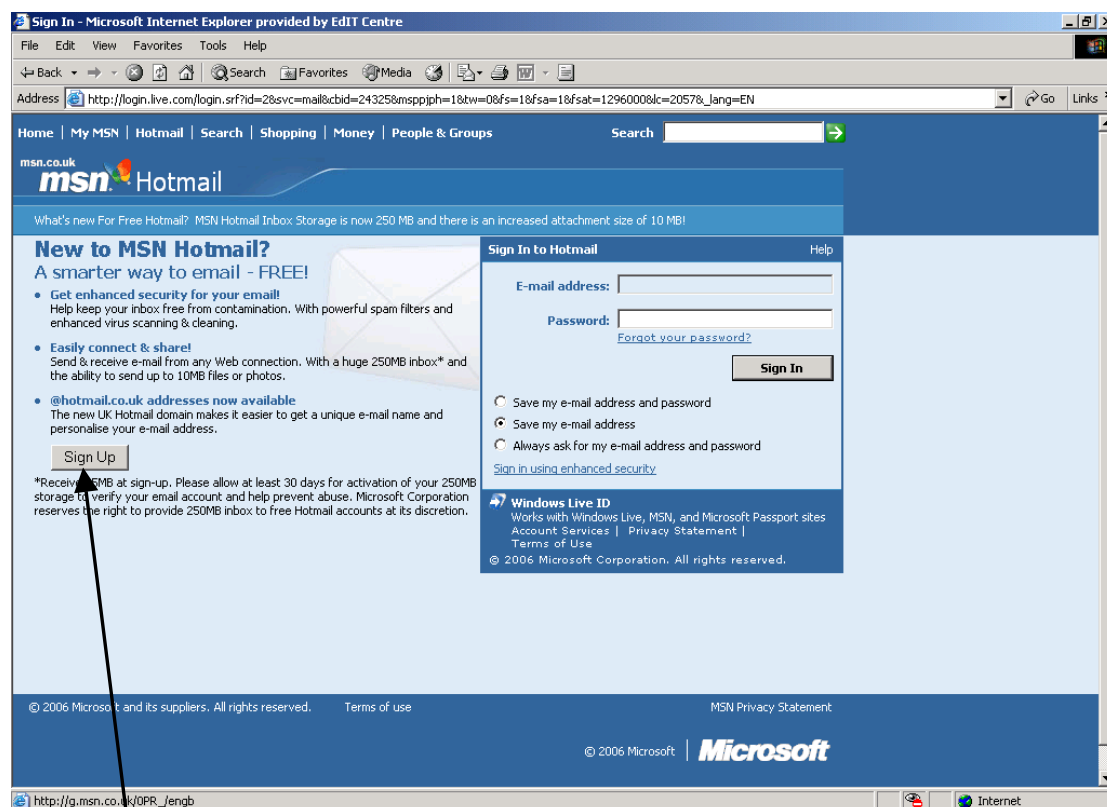
Double click the Internet Explorer Icon on the Desktop

**OR**

Click 'Start' → 'Programs' → 'Internet Explorer'

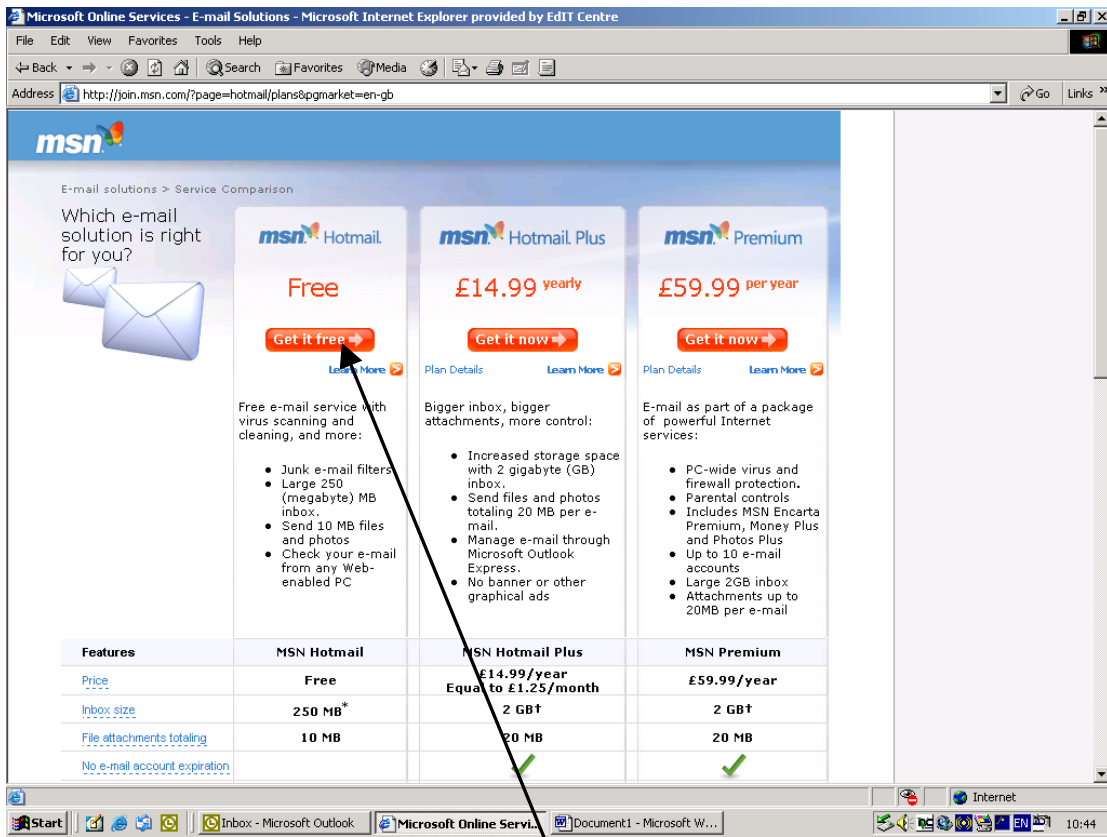
Click in the Address Bar **or** on 'File' → 'Open' and type in [www.hotmail.com](http://www.hotmail.com). Press the Return Key to connect to the Hotmail Registration page.

This is how your screen should look now:



Click 'Sign Up' to begin registration for your free Email Account

The following screen appears:



To register for a FREE account click the 'Get it Free' icon



The following registration form appears:

msn Help

Mail

Create your e-mail address

Country/Region:  Type the name that you want to appear before the @ symbol (for example, yourname).

E-mail address: @hotmail.co.uk  
The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (\_).

[Get help with this section](#)  
[Privacy for residents of the European Union](#)

Create your password

Password:

The password must contain at least six characters and is case sensitive.

Password strength:

Retype password:

Create your password reset options

Question:

To fill in the form:

**Create your email address:**

- For *Country/Region* select United Kingdom
- For *Email address* type in the name that you would like to select for you email address.
- You can only use letters, numbers, periods (.), hyphens (-), or underscores (\_).
- You only need to type in the first part of the address (eg: your name) as Hotmail already selects the '@hotmail.co.uk' bit for you.
- Once you have typed this in click 'Check Availability'. Hotmail will tell you if someone has already selected this address and you may need to choose another name so try some variations of your name to find an address that is available:

eg: joe.bloggs@hotmail.co.uk or  
joe\_bloggs@hotmail.co.uk or  
joe\_bloggs1976@hotmail.co.uk

**Create your password:**

- Once you have selected an address that is available you need to select a password.
- The password must contain at least six characters and is case sensitive.
- You can use a combination of letters, numbers and characters to create a password.
- Hotmail will tell you how secure your password is by grading it as weak, medium or strong.
- For a strong password use a combination of letters, numbers and characters (but remember, you need to be able to remember it!)

**Create your password reset questions:**

- You know need to choose a security question that will enable Hotmail to reset your password should you forget it.
- Click on the drop-down arrow in the 'Question' field to select the question that you would like to have.
- Type in your secret answer – it must be a minimum of five character s and is not case sensitive.
- Hotmail can send a password prompt email to an alternate email address if you have one. If so, type it into the relevant field.

**Enter your account information:**

- Now you need to fill in some basic personal details.
- Enter your first and last name into the relevant boxes.

- To select your date of birth click on the drop down arrows and click on the date, month and year of your birth to select them.
- For constituent country click on the drop-down arrow and select the relevant area.
- Type in your postcode.
- Click on the drop-down arrow and click on the relevant timezone to select it.
- If you own or work with a small business click in the 'check box'. If not, then leave it blank.

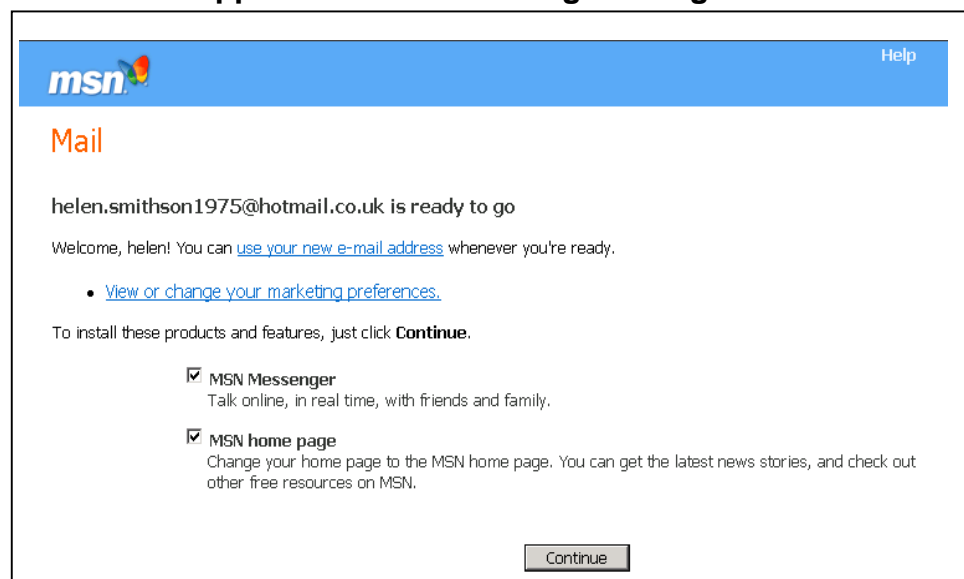
### Type the characters you see in the picture:

- As security precaution you need to type the characters you see in the picture into the empty box below.

### Review and accept the agreements:

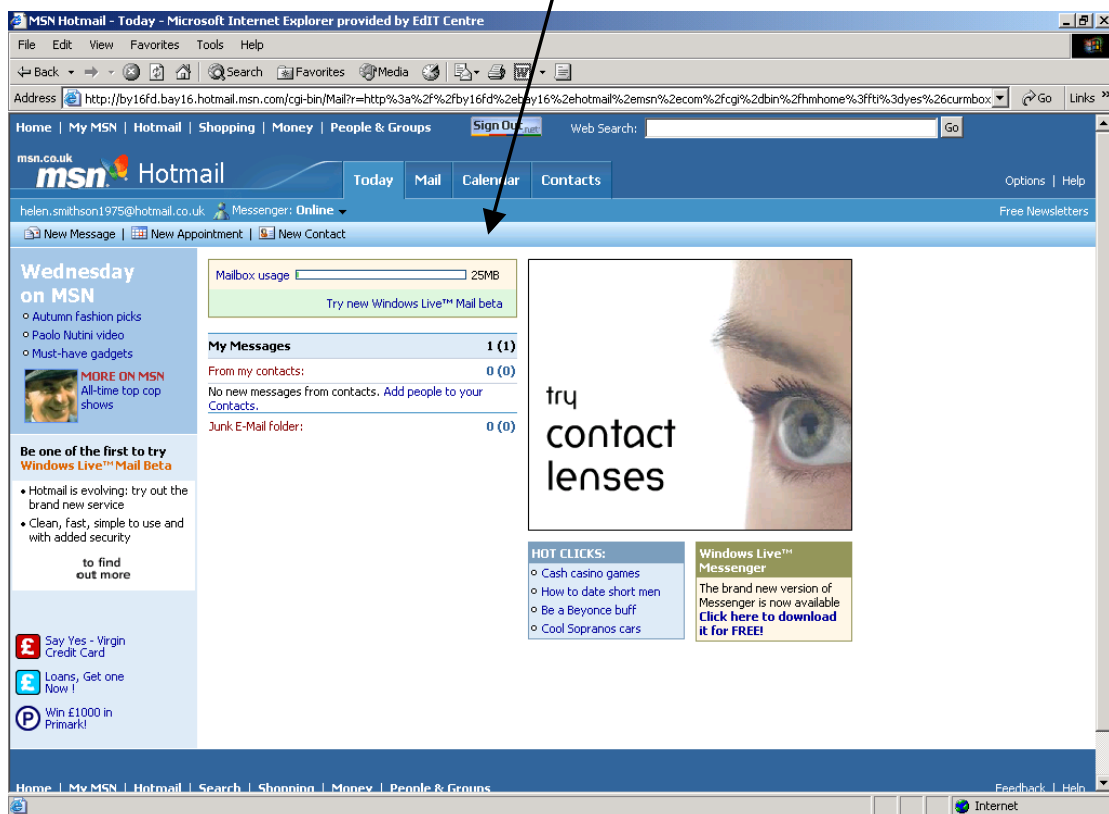
- You now need to agree to Microsoft's 'terms and conditions' regarding Hotmail.
- Click on the links to [Microsoft service agreement](#) and [Microsoft online privacy statement](#).
- The agreements will open in a new window.
- Once you are satisfied with the information close the window with the agreement in it (important: do not close the window with your account information in it or else you will need to start again from scratch!)
- If you are satisfied with the agreement click the grey button that says 'I Agree' on it. If you decide not to proceed then click on the grey button that says 'Cancel'.
- Once you have clicked 'I Agree' Hotmail will let you know whether there are any areas on the screen that you have missed out or that require alternate information. Make the amendments then click 'I Agree' again.

### A new screen should appear with the following message on it:

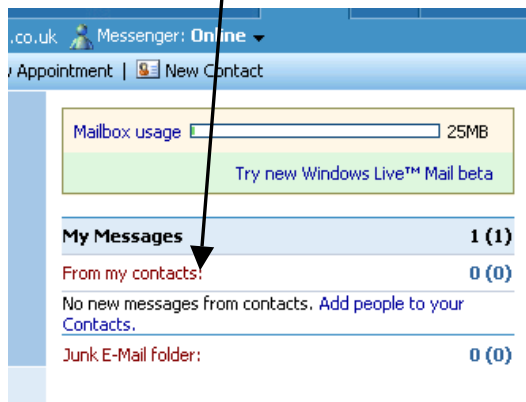


- From this screen, click on the blue link to [use your own email address](#)
- A new screen will appear asking you whether you want to subscribe to any email newsletters used for marketing purposes.
- If you want to subscribe to any of them click in the boxes next to them to select them.
- Once you have finished, scroll down to the bottom of the page and click on the blue 'Continue' button.

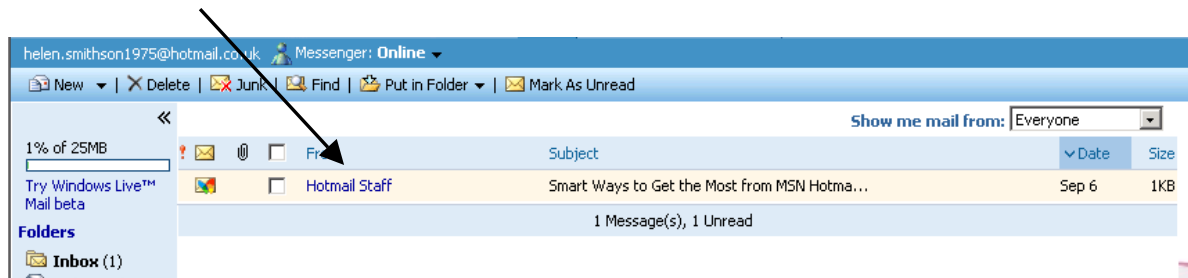
### Your Hotmail account screen will appear:



### Click on 'My Messages'



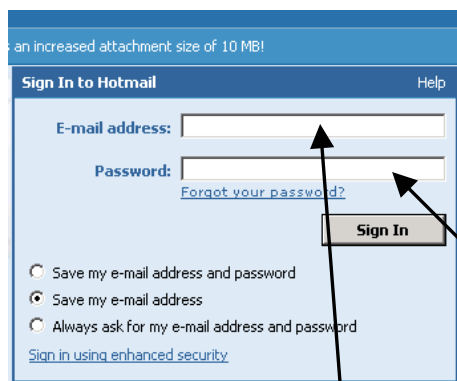
A new window will appear. There should be one message in there from 'Hotmail Staff'



- Click on the name of the person who sent the email (in this case 'Hotmail Staff') to open the email.
- This email contains valuable information about using your Hotmail account. It's a good idea to save it in you inbox and not to delete it.
- To sign-out of your account click the [Sign Out.net](#) button at the top of the screen. For security reasons it is always recommended to sign-out of your account once you have finished checking your emails.

**To log-on back onto your account:**

Go to [www.hotmail.com](http://www.hotmail.com)



- Enter your new email address and password into the relevant fields.
- Decide whether you want your computer to save you email address and password. If you are using your own computer at home then it can be convenient for your computer to automatically know your address and password.
- If you are using a computer that other people use it is generally not advised to select the options for the computer to save your details as other people may be able to access your account.
- Click the grey 'Sign In' button to enter into your Hotmail account.

**Congratulations! You have now created your own Hotmail Account!**